



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 06**

**OPEN TO:** All Interested Candidates

**POSITION:** **USAID Human Rights & Rule of Law Advisor,  
FSN-4005-12**

**OPENING DATE:** January 31, 2005

**CLOSING DATE:** February 22, 2005

**WORK HOURS:** Full-time; 40 hours/week  
(Sunday through Thursday)

The United States Agency for International Development (USAID) in Bangladesh is seeking applications for the PSC position of USAID Human Rights & Rule of Law Advisor in the Office of Democracy, Governance and Education (DG-ED).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

**WHO MAY APPLY:** All Bangladeshi nationals. Women and minorities are encouraged to apply.



## **BASIC FUNCTION:**

The Human Rights & Rule of Law Advisor provides expert advice and analysis to the Democracy, Governance and Education (DG-ED) Office on trafficking, human rights and legal reform issues. S/he is responsible for managing all anti-trafficking and human rights related activities under the democracy and governance (DG) portfolio and other rule of law activities as assigned. The candidate helps provide leadership and focus for USAID/Bangladesh's programs related to anti-trafficking, human rights and rule of law. S/he will be the Mission's primary link with other organizations in Bangladesh focusing on these issues, particularly NGOs, other donors and international agencies, research organizations, and the Government of Bangladesh. The Advisor helps develop strategies to reduce trafficking, increase respect for human rights and promote the rule of law. The Advisor serves on the Mission's gender team. S/he generally represents the Mission on the Local Consultative Group (LCG) Subgroup on Women's Advancement and Gender Empowerment (WAGE), the LCG on NGOs, the Justice Working Group and others as assigned.

## **Major Duties and Responsibilities:**

The Human Rights and Rule of Law Advisor is a senior FSN in the DG-ED Office and in the Mission, providing expert technical and analytical input for all aspects of the anti-trafficking, human rights and rule of law portfolios. S/he is involved in a wide range of DG program activities, from design to monitoring and evaluation.

1. **Implementation (50%):** The Advisor is responsible for coordinating and monitoring activities necessary to attain specific results under IR3 (human rights) and manages all of USAID/Bangladesh's anti-trafficking activities as the Cognizant Technical Officer (CTO). The Advisor is also the CTO with full management responsibilities over Mission-funded human rights activities. S/he provides advisory inputs and constructive feedback to the grants and cooperative agreements s/he manages, exercising specific approval authorities delegated by the Contracting Officer. S/he will provide advice and guidance on relevant legal reforms and any Mission rule of law initiatives. The incumbent makes regular field trips and meets senior management and project officials of partner organizations to assess the progress of their activities toward achieving results. S/he makes decisions or recommendations regarding the funding of many grant and subgrant proposals. S/he analyzes program performance data and contributes to periodic reporting documents such as the Annual Report, Congressional Budget Justification, Congressional Notifications, and Technical



Notifications. S/he also coordinates submission of information to USAID/W on anti-trafficking initiatives and results.

2. Strategic Planning and Program Design (15%): The Advisor provides expert direction, judgment, and input relating to program decisions on anti-trafficking, human rights and rule of law issues. The Advisor suggests changes to the DG strategy related to these areas when necessary. S/he actively participates in developing/revising the results framework and performance monitoring plan. The Advisor participates in major office decisions and helps define general program direction and priorities.

3. Networking and Coordination (25%): The Advisor ensures that USAID's anti-trafficking, human rights and rule of law activities are coordinated as appropriate with other USAID activities, as well as those of the Government of Bangladesh and other development partners. S/he establishes and maintains excellent working relationships with senior officials and representatives of the Government of Bangladesh, the donor community, and NGOs to enhance collaborative efforts to achieve mutual goals and objectives. This includes negotiating specific project agreements with the Government. S/he keeps partners informed of USAID trends and priorities. S/he represents USAID on the Local Consultative Group (LCG) Subgroup on Women's Advancement and Gender Empowerment (WAGE), the LCG on NGOs, the Justice Working Group and others as assigned.

4. Gender Team Responsibilities (10%): Participates on the Mission Gender team. Provides necessary inputs for overall Mission efforts on gender issues, including assistance in preparation and implementation of Mission Gender Strategy. Represents Democracy and Governance Team in different gender forums as required. Serves as the teams' key liaison with the Mission Gender Advisor. Provides support to Mission Gender Advisor as well as gender team in developing tools for implementing Mission gender policy in every respect. Ensures that the Democracy and Governance Team follows all mandatory gender requirements as per the ADS that apply, e.g., gender analysis in activity design and in activity approval documents. Maintains up-to-date knowledge of USAID gender requirements and keeps team members informed of changes or additions. Advises team or office of changes in gender requirements.



## **QUALIFICATIONS REQUIRED:**

- 1. Education:** The Advisor must have a University law degree - Masters equivalent. An additional degree in a health or social science field is desirable. Some training in research methodology issues that are relevant to understanding the extent and nature trafficking and human rights issues in Bangladesh is preferred.
- 2. Language Proficiency:** Fluency in spoken Bangla is required. English reading, writing, and speaking skills are required at a very high level (i.e., at or near the FSI 4, 4 level). An ability to speak well publicly in-group settings is required.
- 3. Prior Work Experience:** The advisor must have a minimum of six years work experience, including work in cross-sectoral development, justice reform, human rights, or women's programs. At least two to three years of related management experience is required. The incumbent must demonstrate experience at senior levels, involving program design and management, writing, and representing an organization/program publicly.
- 4. Knowledge:** Knowledge of trafficking and/or human rights issues and problems is required. In-depth understanding of Bangladesh's legal system and its strengths and weaknesses is also required. Knowledge of issues related to capacity development, program development, and organizational management for grassroots NGOs and women's organizations is required. Knowledge of gender and development principles and experience in their application required.
- 5. Skills and Abilities:**
  - Ability to develop and maintain an extensive range of contacts in donor agency and NGO sector circles. Good interpersonal relationship skills.
  - Ability to network with a variety of different organizations that often possess differing views on the subjects of trafficking, human rights and the rule of law.
  - Ability to interact with the victims of trafficking in an effort to better understand the dimensions of the problem.
  - Ability to work well and take initiative with minimal supervision.
  - Ability to articulate programs and represent USAID policy positions at senior levels with the Government of Bangladesh, NGOs, and other donors.
  - Outstanding writing skills.
  - Excellent word processing skills.



**HOW TO APPLY:** Interested candidates are requested to submit the completed "Application for Employment as a Foreign Service National", or a Resume along with a one page cover letter stating their level of education, experience, etc. that describes key experiences and perspectives which demonstrates how they qualify for this position to USAID, Human Resources Section, Room 64, Executive Office, American Embassy, Dhaka, no later than close of business February 22, 2005.

**Blank application forms are available at Gate 1 (Reception booth) and in the USAID Human Resources Section, Ext.2502/2503. A copy is also attached at the bottom of this message for your convenience.**

**Only complete and up-to-date application with a recent photograph will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

**SELECTION PROCESS:** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

**ADDITIONAL SELECTION CRITERIA:** The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

**NOTE:** Employees in probationary status are not eligible to apply. Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.



Application  
Form.doc

Cleared by:

USAID/DG-ED: USAID/EXO: USAID/EXO/HR: STATE/HR